



Risk Assessment

Integrated Procurement System (Case Study)

U.S. Department of Housing and Urban Development

Month, Year

IPS Case Study Risk Assessment

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| Initiative Name: Integrated Procurement System Case Study | | | |
| Risk #1: | | | |
| Description: New administration's business strategy introduces changes that extends the scope of project's data capture requirements | | | |
| Category: | Strategic ✓ | Project Management | Technological |
| Probability: | High | Medium ✓ | Low |
| Impact: | High ✓ | Medium | Low |
| Action: | Accept ✓ | Transfer | Mitigate |
| Mitigation Strategy: | | | |
| Owner: Project Sponsor | | | |
| Risk #2: | | | |
| Description: Users in the 25 remote locations resist making internal process changes needed to accommodate the new system | | | |
| Category: | Strategic ✓ | Project Management | Technological |
| Probability: | High | Medium | Low ✓ |
| Impact: | High | Medium ✓ | Low |
| Action: | Accept | Transfer | Mitigate ✓ |
| Mitigation Strategy: Convene ongoing working group of users to serve as advisors throughout the system's development life cycle. Involve users during demonstration of the prototype. Conduct pilot program at various remote locations. | | | |
| Owner: Project Manager | | | |

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| Risk #3: | | | |
| Description: New upgrade to network changes the technical requirements for the new system | | | |
| Category: | Strategic | Project Management | Technological ✓ |
| Probability: | High | Medium ✓ | Low |
| Impact: | High | Medium | Low |
| Action: | Accept | Transfer | Mitigate ✓ |
| Mitigation Strategy: Meet with network manager in Computer Services organization and discussed projected 5-year plan for network management and upgrade. Incorporate potential technical changes into current technical requirements for the new procurement system. Ask to be included in future network planning meetings. | | | |
| Owner: Project Manager/Project Leader | | | |
| Risk #4: | | | |
| Description: Systems requirements analysis indicate non-standard data formats among required system interfaces | | | |
| Category: | Strategic | Project Management | Technological ✓ |
| Probability: | High ✓ | Medium | Low |
| Impact: | High ✓ | Medium | Low |
| Action: | Accept | Transfer | Mitigate ✓ |
| Mitigation Strategy: Use tool/technologies that support open architecture and provide data conversion capabilities | | | |
| Owner: Project Leader/DBA/Data Modeler | | | |
| Risk #5: | | | |
| Description: Integration testing reveals a major bug that will impact project schedule | | | |

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| Category: | Strategic | Project Management | Technological ✓ |
| Probability: | High | Medium ✓ | Low |
| Impact: | High ✓ | Medium | Low |
| Action: | Accept ✓ | Transfer | Mitigate |
| Mitigation Strategy: | | | |
| Owner: | | | |
| Risk #6: | | | |
| Description: Project received partial funding during the budget review | | | |
| Category: | Strategic | Project Management ✓ | Technological |
| Probability: | High ✓ | Medium | Low |
| Impact: | High ✓ | Medium | Low |
| Action: | Avoid | Transfer | Mitigate ✓ |
| Mitigation Strategy: Re-scope project tasks to accommodate project priorities that will be supported by the level of funding provided | | | |
| Owner: Project Manager | | | |
| Risk #7: | | | |
| Description: Unable to acquire the required specialized skills for the project in the time frame needed | | | |
| Category: | Strategic | Project Management ✓ | Technological |
| Probability: | High | Medium | Low ✓ |

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| Impact: | High | Medium ✓ | Low |
| Action: | Accept | Transfer | Mitigate ✓ |
| Mitigation Strategy: Develop an inventory of the skills of internal staff and define individual training goals training goals that can develop the specialized skills needed to support the project. Maintain a list of vendors with the appropriate core competencies. | | | |
| Owner: Project Manager/Project Leader/Project Coordinator | | | |
| Risk #8: | | | |
| Description: Project experiences schedule delays due to unforeseen difficulties in acquiring hardware | | | |
| Category: | Strategic | Project Management ✓ | Technological |
| Probability: | High | Medium | Low ✓ |
| Impact: | High | Medium | Low |
| Action: | Accept | Transfer | Mitigate ✓ |
| Mitigation Strategy: Initiate hardware purchase requisition earlier than scheduled in the project plan | | | |
| Owner: Project Manager/Project Leader | | | |